

**DEPARTMENT OF COMMUNITY DEVELOPMENT & PLANNING**

**ANDOVER BOARD OF HEALTH/CONSERVATION COMMISSION**

**SEWER TIE-IN PERMIT PROCESS**

- Permits for connection to the newly installed municipal sewer system are processed by the Board of Health in the Andover Department of Community Development and Planning. The permit is issued to an Andover Board of Health Licensed Drain Layer selected by the homeowner to install the sewer connection. The Board of Health is located on the 1st floor (basement) of the Town Office Building, 36 Bartlet Street and the office hours are Monday thru Friday, 8:00 A.M. to 4:30 P.M. Board of Health agents and inspectors are available by phone at 978-623-8295 or e-mail at [health@andoverma.gov](mailto:health@andoverma.gov), during regular business hours to answer any questions you or your Drain Layer may have regarding connection to the new municipal sewer installed in your street.
- The Licensed Drain Layer fills out the following applications in order to obtain a Building Sewer Installation Permit (BSIP):
  1. Sewer Connect Permit Application for Existing House/New Sewer
  2. Petition to Abandon Existing Septic System
  3. Conservation Commission Review
- The fee for the Building Sewer Installation Permit is \$100.00. The Board of Selectman have waived the Sewer Connection Permit Application fee, also \$100.00, if the homeowner connects to the sewer within two years of the authorized connection date.
- The Conservation Commission Staff review may require a formal filing for a Determination of Applicability with the Andover Conservation Commission. This may necessitate scheduling a public hearing and arranging the services of a Professional Engineer and submission of engineering drawings or plans prior to issuance of your Building Sewer Installation Permit (BSIP) by the Board of Health. Applicants should contact the Conservation Agent in the Department of Community Development and Planning Office at 978-623-8311 if you have any questions relative to the procedure.
- The Health Division and Conservation Division staffs review the applications and issue the Building Sewer Installation Permit (BSIP) to a Licensed Drain Layer. The permit fee is \$100.00.
- The Licensed Drain Layer installs the sewer connection pipe from the house to the street sewer main in accordance with the Town of Andover Board of Health regulation "Minimum Requirements For the Utilization of Sanitary Sewerage Systems" and performs the work to abandon the existing septic system in compliance with the provisions of 310 CMR 15.354 (3)(a)(b)(c). Title V. the State Environmental Code.
- The licensed Drain Layer is responsible for scheduling an inspection by the Plumbing Inspector prior to back filling of the newly installed sewer connection line.
- The Licensed Drain Layer is required to file an "As-Built" drawing of the Sewer Connect Ties and sign the Certification of Sewer Installation/Septic System Abandonment form with the Board of Health.
- The Board of Health issues Certificate of Compliance to homeowner.

If you have any questions, you may contact Town Staff at:

- The Board of Health at 978-623-8295
- The Conservation Commission at 978-623-8311